



# VOLUNTEER APPLICATION

## Hillsboro Public Library



### Contact Information

Name: \_\_\_\_\_ Today's date: \_\_\_\_\_

Name you prefer to be called: \_\_\_\_\_ Birthday (mm/dd): \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Emergency Contact (required) We will use this information only in case of emergency.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

### Experience, Education, and Employment

Are you a student? ☐ Yes ☐ No School name: \_\_\_\_\_ Year or grade: \_\_\_\_\_

Current employer: \_\_\_\_\_ ☐ Not employed ☐ Retired

Do you have previous volunteer experience? ☐ Yes ☐ No Organization: \_\_\_\_\_

Type of work: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Have you ever volunteered at another library? ☐ Yes ☐ No What library? \_\_\_\_\_

### Interests and Availability

Why are you interested in volunteering at Hillsboro Public Library? \_\_\_\_\_

Do you have any special skills, training, or interests that might apply at the library? \_\_\_\_\_

Language(s) spoken: \_\_\_\_\_

Where would you prefer to volunteer? ☐ Main Library ☐ Shute Park Branch

What days and hours do you prefer to volunteer? \_\_\_\_\_

How long are you available to volunteer? ☐ 3 months ☐ 6 months ☐ One year ☐ Ongoing ☐ Other: \_\_\_\_\_

Are you required to perform service hours for another agency or organization? ☐ Yes ☐ No

If yes, what agency/organization? \_\_\_\_\_ How many hours? \_\_\_\_\_

Do you have any health considerations that could affect what you can do as a volunteer that you would like us to know about? \_\_\_\_\_

## References

Please list two people (non-relatives) who have knowledge of your character, experience, or ability.

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Background Information

Have you ever been convicted of a crime? ☐ Yes ☐ No

**If yes**, please give a brief description of the circumstances surrounding your conviction, including date, nature and place of the offense, and disposition. (Do not include violations or convictions sealed or annulled by court, or convictions incurred as a minor and expunged from the record.) Convictions will not necessarily disqualify you from the position for which you are applying.

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I declare that I have answered truthfully and have not knowingly withheld any information relative to my application. I agree and understand that any omissions or misstatements on the application will result in my being eliminated from further consideration, or, if it becomes known after acceptance, my immediate dismissal from further volunteer work. I agree to work within my assigned area of responsibility without any monetary compensation, and be subject to worker's compensation coverage while on the job. I agree to follow all library and volunteer policies and procedures and I understand that while working as a volunteer, I will also positively represent the library, as do paid staff members.

By signing this application I agree to the above, and acknowledge that my references may be called and/or a criminal background check may be performed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's signature (required if applicant is under 18): \_\_\_\_\_

## Frequently Asked Questions

### Q: How old do I have to be to volunteer?

A: To volunteer without a parent present, volunteers must be at least 14.

### Q: Is there a minimum time commitment for volunteering?

A: We ask volunteers to make a minimum commitment of 2 hours per week for 3 months.

### Q: How are volunteers selected?

A: First, fill out an application. We will contact you with information on current volunteer needs and opportunities to schedule a volunteer interview. If you are selected as a volunteer, we'll set up a time for orientation and training.

### Q: How long does it take before I can start volunteering?

A: If we can match you to a current volunteer opening, it usually takes 1-3 weeks after your interview to get started.

*If you have additional questions regarding this application or the Hillsboro Public Library volunteer program, contact Molly Brandt, Volunteer Services Coordinator at 503.615.3457 or [molly.brandt@hillsboro-oregon.gov](mailto:molly.brandt@hillsboro-oregon.gov).*

**Hillsboro Main Library** | 2850 NE Brookwood Parkway, Hillsboro OR 97124

**Shute Park Branch Library** | 775 SE 10<sup>th</sup> Avenue, Hillsboro, OR 97123

**Phone:** 503.615.6500 | **Web:** [www.hillsboro-oregon.gov/Library](http://www.hillsboro-oregon.gov/Library)